

Standard Operating Procedures

Supplement to the
Memorandum of Agreement
Between
Department of State and Surface Deployment and Distribution
Command
For the Movement of
DOD-sponsored Privately-Owned Vehicles

1. PURPOSE

The following procedures provide specific details to delineate responsibilities between the Surface Deployment and Distribution Command (SDDC) and the Department of State (DOS) to transport Department of Defense (DOD) sponsored privately owned vehicles (POV) to or from United States Embassies, Consulates and Missions through the DOS transportation system.

The DOS assumes no responsibility or liability for delivery dates/times. Required Delivery Dates (RDD) and/or other requirements for reimbursement (e.g., rental car) or penalty for non-delivery by specific dates are not the responsibility of the DOS for these movements.

2. SCOPE

The DOS will provide transportation of DOD POVs to/from and between worldwide Posts, except for Bogota, Brazzaville, Bujumbura, Kinshasa and Kigali, as DOD sponsored POV shipments are not authorized movement by air. DOD-sponsored POVs will be handled using established DOS transportation channels and shipping procedures. This will include movement between the Continental United States (CONUS) and OCONUS areas, as well as between OCONUS locations.

Instructions for processing DOD sponsored POVs for Bogota, Brazzaville, Bujumbura, Kinshasa and Kigali are contained in the GSO – SDDC Handbook, Chapter 3, available at www.almopsttm.a.state.gov, under Personal Effects, or www.SDDC.army.mil (To navigate the SDDC Homepage, Select Personal Property/POV, Select International {more}, Select Department of State Handbook).. Please contact Dennis Barborak at (703) 428-33277, or via e-mail at BarborakD@SDDC.army.mil, or Charles Helfrich at (703) 428-3277, or via e-mail at HelfrichC@SDDC.army.mil for further information on these posts' air shipment restrictions.

Participation in International Cooperative Administrative Support Services (ICASS) is required for DOS to handle DOD POV shipments.

These procedures apply to all DOD sponsored POVs shipped between DOD vehicle processing centers (VPCs) and DOS activities where a DOD member is assigned. The SDDC POV contractor, DOS Despatch Agents and General Service Officers (GSOs) will work in cooperation with one another using the guidelines in this SOP.

3. Non-Conforming Vehicles/Motorcycles

Vehicles/motorcycles, which do not conform to Department of Transportation (DOT) and Environmental Protection Agency (EPA) specifications, are not normally handled by DOS for shipment to the U.S. DOS participation in this process consists solely of making the booking with the ocean carrier to the Registered Importer. DOS will arrange movement of non-conforming DOD sponsored vehicles/motorcycles in accordance with instructions published in: CDRMTMC, Alexandria, VA, MTPP, message, DTG 221915Z, MAY 03, SUBJECT: Instructions for Shipment of Nonconforming Privately-Owned Vehicles and CDRMTMC, Alexandria, VA, MTPP, message, DTG 132203Z FEB 03, SUBJECT: Instructions for Shipment of Nonconforming Motorcycles. Both instructions are contained in Attachment 1.

4. CONUS EXPORT

The DOD has Vehicle Processing Centers (VPC) at various locations in CONUS. DOD employees will turn-in their POV at the VPC, where a joint inspection between the DOD employee and the VPC is conducted. After DOD processes the joint inspection and initial documentation, the DOD contractor will move the POV to the VPC nearest to the port of embarkation (POE). It is important that all Despatch Agencies assist the DOD assigned contractor in designating the appropriate VPC for export. For example, if a DOD employee turns in his/her POV to the Seattle VPC, and the POV is destined for Barbados, then it is the VPC contractor's responsibility to move the POV to the Orlando, FL VPC, and they will turn it over to the DOS Miami Despatch Agent for movement to destination. It is the Seattle Despatch Agent's responsibility to assist in providing such disposition instructions.

The VPC serving the POE will, upon arrival of the POV, contact the Despatch Agency to arrange POV pick-up from the VPC. The DOD contractor and the DOS vehicle carrier will conduct an inspection of the POV at time of transfer noting all exceptions. Despatch Agencies may only use drive-away service if it involves a distance less than 50 miles. For a distance greater than 50 miles, the POV must be drayed or line hauled, (i.e., car carrier, flatbed). The ELSO, Antwerp does not use driveaway services and will dray all vehicles.

The DOS, through its Despatch Agencies, Embassies, Consulates, and Missions is responsible for all documents, clearances, containerization, transportation, and delivery to final DOS destination.

Document requirements for EXPORT:

- A. Employee must provide a legible copy of title (front and back) or certificate of origin: This document must show ownership of the vehicle in the employee's own name, or in the name of a spouse sharing the same surname as the employee. If the spouse's surname is different, the title must reflect the **employee's** name. If a bank or finance company holds the title, the employee must obtain a letter from that institution authorizing shipment of the vehicle overseas.
- B. The owner's name and vehicle's VIN number must be clearly and unmistakably legible on the provided copy of the title. Registrations and bills of sale are not acceptable. No exceptions can be made to this requirement.
- C. Copy of the employee's orders.
- D. DOS Despatch Agent will provide the Vehicle Processing Center (VPC) Contracting Officer's Representative (COR) the following information:
 - 1. Shipping Agents Name
 - 2. Vessel Name
 - 3. Container Number
 - 4. Vessel Sail Date
 - 5. Estimated Time of Arrival (ETA) Date

5. CONUS IMPORT

When a POV is imported to the CONUS, the origin post GSO is responsible for contacting the Baltimore Despatch Agency to obtain funding information and then moving the POV via DOS shipping channels using established DOS procedures, with the exception of air shipments as listed above. This means consigning the POV to the appropriate CONUS Despatch Agent, except for non-conforming vehicles (see Section 3, Non-Conforming Vehicles). DOS shipping channels and established procedures may mean that POVs are routed via ELSO, Antwerp, as a through point to the final CONUS destination/VPC. When routed through ELSO for forwarding to CONUS, origin posts will make the consignment to ELSO and not the European VPC. Once received and cleared in Antwerp, ELSO will make the export arrangement to the appropriate CONUS Despatch Agency for final delivery to the CONUS VPC. The destination Despatch Agency is responsible for all documentation, clearances, decontainerization, and transportation to the designated VPC. For example, if a POV arrives in Miami, and it is destined for Los Angeles, the Miami Despatch Agency is required to deliver the POV to the Orlando, FL VPC. The DOD contractor and the DOS carrier will conduct a joint inspection of the POV at time of delivery and complete the vehicle inspection form. The DOD contractor is then responsible for moving the POV to the Los Angeles, CA VPC. Despatch Agencies may only use drive-away service if it involves a distance less than 50 miles. For a distance greater than 50 miles, the POV must be drayed or line hauled (i.e., car carrier, flatbed).

Document requirements for IMPORT: The Post General Services Officer will contact the appropriate CONUS Despatch Agency, or ELSO, Antwerp, to establish routing procedures and provide the following documentation:

- A. One legible copy of the applicable DOD orders.
- B. A legible copy of the vehicle title (front and back) and registration.
- C. Non-conforming vehicle/motorcycles will be handled in accordance with the instructions in Attachment 1. DOS participation in this process consists solely of making the booking with the ocean carrier to the Registered Importer.
- D. Provide the appropriate CONUS Despatch Agency, or ELSO, Antwerp, with at least one rated copy of the ocean bill of lading.

Documents should be express mailed to the appropriate Despatch Agency at least 2 weeks before ship's scheduled arrival. The Despatch Agent will provide a copy of all the above documentation to the DOD VPC receiving the vehicle, at the time of delivery.

6. SHIPMENTS BETWEEN OVERSEAS LOCATIONS

DOD-sponsored shipments moving between overseas DOS activities will move in normal DOS transportation channels using DOS procedures, with the exception of air shipments. Instructions for processing DOD sponsored POVs to Posts that require air shipment are contained in the GSO – SDDC Handbook, Chapter 3, available at www.almopsttm.a.state.gov, under Personal Effects, or www.SDDC.army.mil (To navigate the SDDC Homepage, Select Personal Property/POV, Select International {more}, Select Department of State Handbook). Please contact Dennis Barborak at (703) 428-3277, or via e-mail at BarborakD@SDDC.army.mil, or Charles Helfrich at (703) 428-3277, or via e-mail at HelfrichC@SDDC.army.mil for further information on these posts' air shipment restrictions.

For Post to Post moves, it is the originating Post GSO's responsibility to contact the destination Post to obtain proper marking and consignment information or special instructions. The originating Post GSO should contact the Baltimore Despatch Agency via email at Despatch_Agency_Baltimore@state.gov or phone 410-631-0046 to obtain funding information and provide shipping details. The destination post/GSO will perform customs clearance.

7. CONSIGNMENT & DOCUMENTATION

In any instance, where subsequent or additional charges are incurred (beyond the control of DOS) the charges will be billed against the SDDC MIPR. Such instances could include, but are not limited to: failure to receive appropriate or complete documentation for a vehicle movement, or occurrences such as port or carrier strikes, demurrage, customs delays, Acts of God, General Order (GO) procedures, claims, terminal service charges, etc.

Port of Discharge

All Atlantic coast ports, **except** Baltimore, Philadelphia, Norfolk, ports in North Carolina, South Carolina, and Florida.

Baltimore, Philadelphia, Norfolk, ports in North Carolina and South Carolina, and Havana

All ports in Florida, Havana, and the Gulf of Mexico (except Mexico)

All Pacific coast ports.

Consignee

U.S. Despatch Agent
Pakerway Towers, Bldg. B
485B, U.S. Route 1, South
Iselin, New Jersey 08830-3013
[Tel: 732-855-8880]
[FAX: 732-855-8899]

U.S. Despatch Agent
2200 Broening Hwy, Rm 125
Baltimore, Maryland 21224
[Tel: 410-631-0043]
[FAX: 410-631-0058]

U.S. Despatch Agent
Miami Corporate Park
7798 NW 48th St.
Building H, Suite 250
Miami, Florida 33166
[Tel: 305-640-4575]
[FAX: 305-715-3502]

U.S. Despatch Agent
2800 S. 192nd St., Suite 108
Seattle, Washington 98188
[Tel: 206-764-3805]
[FAX: 206-764-6660]

Mexico

U.S. Logistics Center
225 South Vermillion Road
Brownsville, Texas 78521
(Tel: 956-982-6899)
(Fax: 956-982-6932)

Transit Point

Antwerp, Belgium
Rotterdam, Holland
Bremen/Bremerhaven, Germany

Consignee

European Logistical Support Office
(ELSO)
Noorderlaan 147 –bus 12A
2030 Antwerp, Belgium
[Tel: +32 3 540 2011]
[FAX: +32 3 540 2040]

Destinations handled by Despatch Agency Offices:

Despatch Agency/Baltimore
Despatch Agency/Miami
Despatch Agency/New York
Despatch Agency/Seattle

ELSO/Antwerp, Belgium

Africa, Europe, Near East, Havana
Latin America & Caribbean (except Mexico)
CIS (former Soviet Union) countries
East & South Asia, Pacific, Australia, New
Zealand (plus Kathmandu and Vladivostok)
Africa, Near East & Europe

Mexico: DOD will have POV transported to/from VPC nearest to the U.S. Logistics Center, Brownsville, TX. The U.S. Logistics Center will then arrange onward transportation to their facility in Brownsville, TX.

Canada: DOD will have POV transported to/from VPC nearest to Ottawa, Canada. Despatch Agency/New York will then arrange onward transportation to Ottawa.

Havana: DOD will have POV transported to/from VPC nearest Baltimore, MD or Miami, FL. The appropriate Despatch Agency will then arrange onward transportation to Havana.

8. LOSS and DAMAGE CLAIMS

The appropriate Military Service Claims office will handle loss or damage claims that result from moving a DOD-sponsored POV through DOS channels. The DOS will provide any supporting documentation available that may be required to adjudicate these claims.

9. PAYMENT AND BILLING

Department of Defense

SDDC will provide funding with quarterly increases in the form of a Military Interdepartmental Purchase Request (MIPR) to: Department of State, Attn: A/EX/FM (Working Capital Fund), 2201 C Street, NW, Room 3800, Washington, DC 20520-1052. A quarterly advance payment via a Standard Form (SF) 1080 will be drawn against the MIPR to fund the DOS Working Capital Fund (WCF). The DOS Financial Management Division WCF will draw down the funds to the various DAs. DA Baltimore will certify and submit a consolidated monthly spreadsheet and copies of the DOD employee's travel orders. The monthly spreadsheet will reflect billing according to the Aggregate Rate Charges.

SDDC will, upon receipt of the fourth quarter Import/Export report from DOS, increase or decrease the MIPR as needed and process a debit or credit SF 1080 to close the fiscal year records.

Department of State

Using the DOD appropriation information, a unique billing address will be set up within the Department of State Transportation computer system. Each DA and ELSO will utilize their own fiscal data for the movement of vehicles. The responsible DA and ELSO will prepare a monthly Import/Export excel spreadsheet (attachment 3), identifying appropriate charges for vehicles processed during the previous month. Each DA and ELSO must submit their spreadsheets, along with a copy of the DOD employee's travel order, to DA Baltimore for processing. Although these spreadsheets will reflect billing according to the Aggregate Rate Charges, each DA will be required to track actual charges in order for WCF to track total actual costs. DA Baltimore will certify and forward the consolidated monthly spreadsheet (attachment 4) and travel orders, to: HQSDDC, ATTN: SDPP-PA, Hoffman Building II, 200 Stovall Street, Rm 10N67, Alexandria, VA 22332. The DOS Financial Management Division WCF will monitor the services of each DA to double-check MIPR amounts, making sure funds are dispersed in a timely and accurate manner.

The SDDC will pay the DOS according to the DOS published WCF standard transportation-billing rate per shipping lane. The rates developed by DOS for each fiscal year will be provided to SDDC on or before 1 October of each year or as revised based upon increases/decreases in shipping costs.

GSO's are requested to provide all transportation costs, to include inland transportation costs, to the appropriate Despatch Agency or ELSO, who will in turn convey the data via a monthly report to the Baltimore Despatch Agency for monitoring of funds disbursement.

10. INSTRUCTIONS FOR UPDATING STANDARD OPERATION PROCEDURES

DOS GSO activities and Despatch Agents are required to submit changes or updates to this SOP to the Baltimore Deputy Despatch Agent, Nicky Frantz at 410-631-0044 or frantzna@state.gov. VPC CORs and DOD Contractors are required to submit changes or updates to SDDC-PA.

SDDC and DOS will review and coordinate all changes to the MOA and SOP annually, or as required.

The following are SDDC points of contact for the Global POV Contract:

Headquarters, SDDC: (DSN 328)

Personal Property and Passenger Services Branch
PH: 703-428-3305 FAX: 703-428-3381

Personal Property Acquisition & Services Branch
PH: 703-428-3277/3278 FAX: 703-428-3243

Managerial Accounting Branch
PH: 703-428-2267 FAX: 703-428-3375

Program and Budget Division
PH: 703-428-2336 FAX: 703-428-3374

SDDC Personal Property Office Pacific

PH: 808-845-8531 FAX: 808-841-2129

598th. Transportation Group (Europe AOR) (DSN 430)

COML PH: 049-621-1240-170/171 FAX: 049-621-1240-124/126

Attachment 1:

Privately Owned Vehicles:

R221915Z MAY 03

AIG 7591

AIG 7593

AIG 7595

AIG 7596

INFO

AIG 12481

AIG 11597

NAVTRANSUPPCEN NORFOLK VA//02//021//03

CDRMTMCDSC FT EUSTIS VA//G3//

CDR598THTRANSGP VAHINGEN GE

CDR599THTRANSGPTML WHEELER AAF HI

COMNAVSUPSYSCOM MECHANICSBURG PA//53//

COMDT COGARD WASH DC//G-WPM-2//

HQDA WASH DC//DALO-TSP-PP//

HQUSAF WASH DC//LGTT//

CMC WASH DC//LFT-4//

USTRANSCOM SCOTT AFB IL//J3//J4//

UNCLAS

SUBJECT: INSTRUCTIONS FOR SHIPMENT OF NONCONFORMING PRIVATELY-OWNED VEHICLES (POVS)

1. REFERENCES:

A. CONTRACT NUMBER DAMT 01-98-D2005, DTD 21 SEP 98.

B. JOINT DETERMINATION #98025/CIVILIAN TRAVEL DETERMINATION #98016,
SUBJECT: MAP ITEM 13-98/CAP ITEM 16-98, REMOVAL OF FOREIGN POV
RESTRICTIONS FROM JFTR/JTR

C. [HTTP://WWW.CUSTOMS.USTREAS.GOV/TRAVEL/AUTO.HTM](http://WWW.CUSTOMS.USTREAS.GOV/TRAVEL/AUTO.HTM)

D. [HTTP://WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT/](http://WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT/)

E. MTOP-T MESSAGE, DTG 271530 JAN 99, SUBJECT: SHIPMENT OF
NONCONFORMING PRIVATELY OWNED VEHICLES (POVS)

2. THIS MESSAGE SUPERCEDES REFERENCE E AND PROVIDES UPDATED
GUIDANCE CONCERNING POV SHIPPING ENTITLEMENTS AND INSTRUCTIONS
FOR SHIPPING DOD-SPONSORED POVS THAT DO NOT MEET U.S. SAFETY AND
EMISSIONS SPECIFICATIONS, HEREAFTER REFERRED TO AS NONCONFORMING
POVS.

3. REFERENCE 1B REVISED THE JFTR TO REMOVE THE TERM FOREIGN-MADE
POV AND REMOVED RESTRICTIONS ASSOCIATED WITH SHIPPING THESE
VEHICLES. HOWEVER, POVS IMPORTED TO THE U.S. STILL SUBJECT TO
SAFETY STANDARDS UNDER THE MOTOR VEHICLE SAFETY ACT OF 1966.

4. REVISED UNDER THE IMPORTED VEHICLE SAFETY COMPLIANCE ACT OF 1988;
BUMPER STANDARDS UNDER THE MOTOR VEHICLE INFORMATION AND COST
SAVINGS ACT OF 1972 (WHICH BECAME EFFECTIVE IN 1978); AND TO AIR
POLLUTION CONTROL STANDARDS PROMULGATED BY THE ENVIRONMENTAL

PROTECTION AGENCY (EPA) UNDER THE CLEAN AIR ACT OF 1968, AS AMENDED IN 1977 AND 1990.

5. IT IS HIGHLY RECOMMENDED THAT A COPY OF THIS MESSAGE DETAILING THE PROHIBITIONS AND MODIFICATION REQUIREMENTS FOR NONCONFORMING VEHICLES BE PROVIDED TO THE SERVICE MEMBER DURING COUNSELING. THE COUNSELOR SHOULD ALSO ADVISE THE SERVICE MEMBER THAT THERE MAY BE SUBSTANTIAL EXCESS COSTS INVOLVED IN CONVERTING A NONFORMING POV TO MEET U.S. SPECIFICATIONS. ALSO, RECOMMEND THAT THE SERVICE MEMBER BE ADVISED TO INVESTIGATE THE SITUATION THOROUGHLY BEFORE A VEHICLE IS PURCHASED FOR IMPORTATION TO THE UNITED STATES.
6. THE DEPARTMENT OF TRANSPORTATION (DOT) AND THE EPA ADVISE THAT MODIFICATIONS REQUIRED TO BRING IT INTO COMPLIANCE WITH U.S. SAFETY AND ENVIRONMENTAL STANDARDS MAY BE SO EXTENSIVE AND COSTLY THAT IT MAY BE IMPRACTICAL AND IMPOSSIBLE TO ACHIEVE SUCH COMPLIANCE. THESE MODIFICATIONS ARE PERFORMED BY REGISTERED IMPORTERS (RI) AND INDEPENDENT COMMERCIAL IMPORTERS (ICI). THE AVERAGE COST TO BRING A VEHICLE INTO COMPLIANCE WITH U.S. SPECIFICATIONS IS \$5,000 TO \$6,000. FURTHER, UNLESS A VEHICLE OF THE SAME MODEL YEAR IS OFFERED FOR SALE IN THE U.S., TRANSPORTATION IS NOT RECOMMENDED. AS A GENERAL RULE, ALL POVS LESS THAN 25 YEARS OLD MUST COMPLY WITH ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS, AND ALL POVS LESS THAN 21 YEARS OLD MUST COMPLY WITH FEDERAL EMISSIONS STANDARDS. FULFILLMENT OF FEDERAL REQUIREMENTS DOES NOT RELIEVE THE SERVICE MEMBER FROM FULFILLING REQUIREMENTS OF A STATE OR DISTRICT. FOR INFORMATION REGARDING REGISTRATION OR OPERATION OF A PROPERLY IMPORTED VEHICLE IN A SPECIFIC STATE, THE SERVICE MEMBER SHOULD CONTACT THE DEPARTMENT OF MOTOR VEHICLES OR OTHER APPROPRIATE AGENCY.
7. SERVICE MEMBERS SHOULD BE SKEPTICAL OF CLAIMS BY A FOREIGN DEALER OR OTHER SELLER THAT A VEHICLE MEETS U.S. STANDARDS OR CAN READILY BE BROUGHT INTO COMPLIANCE. VEHICLES MANUFACTURED TO MEET THE FEDERAL MOTOR VEHICLE SAFETY STANDARDS AND EMISSION STANDARDS HAVE A CERTIFICATION LABEL AFFIXED BY THE ORIGINAL MANUFACTURER IN THE AREA OF THE DRIVER-SIDE-DOOR. VEHICLES LACKING A CERTIFICATION LABEL ARE NONCONFORMING AND MUST BE BROUGHT INTO COMPLIANCE.
8. INFORMATION FOR IMPORTING VEHICLES MAY BE OBTAINED FROM THE WEB SITES AT REFERENCES 1C AND 1D. INFORMATION CONCERNING VEHICLE EMISSIONS MAY BE OBTAINED FROM THE EPA, 202-564-9660. INFORMATION CONCERNING COMPLIANCE WITH MOTOR VEHICLE SAFETY STANDARDS MAY BE OBTAINED FROM THE DOT SAFETY HOTLINE, 800-424-9393 (IN U.S.) OR 202-366-0123.
9. SERVICE MEMBER CHOOSING TO SHIP A NONCONFORMING POV TO THE U.S. IN THE DEFENSE TRANSPORTATION SYSTEM (DTS), MUST AS A CONDITION OF SHIPMENT, PROVIDE WRITTEN PROOF THAT HE /SHE HAS ENTERED INTO A CONTRACT WITH A RI/ICI, AND THAT THERE IS A COMPLIANCE AND CONVERSION AGREEMENT. THE SERVICE MEMBER MUST USE A RI/ICI THAT IS

LOCATED IN THE VICINITY OF THE FINAL DESTINATION VPC. THE SERVICE MEMBER WILL BE RESPONSIBLE FOR ANY EXCESS COSTS RESULTING FROM THE INLAND MOVEMENT THAT IS BEYOND THE AREA OF THE SERVICE MEMBER'S ENTITLEMENT, WHICH IS NORMALLY POV DELIVERY TO THE VPC NEAREST THE NEW DUTY STATION. THE SERVICE MEMBER SHOULD BE ADVISED TO OBTAIN A SIGNED COPY OF THE U.S. CUSTOMS ENTRY FORM, WHICH IS OFTEN REQUIRED BY STATE/DISTRICT DEPARTMENT OF MOTOR VEHICLES AS PART OF PROOF OF CONVERSION.

A. ARMY:

B. NAVY:

C. AIR FORCE:

D. MARINES:

E. COAST GUARD:

- 10.** THIS IS A COORDINATED USTRANSCOM, MTMC AND MILITARY SERVICES MESSAGE. FURTHER, INFORMATION IS AVAILABLE ON THE MTMC WEBSITE AT WWW.SDDC.ARMY.MIL/PROPERTY. POC IS HQ SDDC/SDPP-PA, 703-428-3277/3278, DSN 328, FAX: 3243.

Attachment 1: (cont)

Privately Owned Motorcycles:

R132203Z FEB 03

FROM: CDRMTMC ALEXANDRIA VA//MTPP//

TO: AIG 7591

AIG 7593

AIG 7595

AIG 7596

INFO

AIG 12481

AIG 11597

NAVTRANSUPCEN NORFOLK VA//02/021/03//

CDRMTMCDSC FT EUSTIS VA//G3//

CDR598THTRANSGP VAIHINGEN GE

CDR599THTRANSGPTML WHEELER AF HI

COMNAVSUPSYSCOM MECHANICSBURG PA//53//

COMDT COGARD WASH DC//G-WPM-2//

HQDA WASH DC//DALO-TSP-PP//

HQUSAF WASH DC//ILGT//

CMC WASH DC//LFT-4//

USTRANSCOM SCOTT AFB IL//J3/J4//

SUBJECT: INSTRUCTIONS FOR SHIPMENT OF NONCONFORMING
MOTORCYCLES

1. REFERENCES

A. [HTTP://WWW.CUSTOMS.USTREAS.GOV/TRAVEL/TRAVEL.HTM](http://www.customs.ustreas.gov/travel/travel.htm)

B. [HTTP://WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT](http://www.nhtsa.dot.gov/cars/rules/import)

2. THIS MESSAGE PROVIDES GUIDANCE AND INSTRUCTIONS FOR SHIPPING DOD-SPONSORED MOTORCYCLES THAT DO NOT MEET U.S. SAFETY AND EMISSIONS SPECIFICATIONS, HEREAFTER REFERRED TO AS NONCONFORMING MOTORCYCLES. IT IS HIGHLY RECOMMENDED THAT A COPY OF THIS MESSAGE BE PROVIDED TO THE SERVICE MEMBER DURING COUNSELING. THE COUNSELOR SHOULD ADVISE THE SERVICE MEMBER THAT THERE MAY BE SUBSTANTIAL EXCESS COSTS INVOLVED IN CONVERTING A NONCONFORMING MOTORCYCLE TO MEET U.S. SPECIFICATIONS AND MAY WISH TO RE-CONSIDER IMPORTING THE MOTORCYCLE. THE AVERAGE COST TO BRING A MOTORCYCLE INTO COMPLIANCE WITH U.S. SPECIFICATIONS IS APPROXIMATELY \$1000 TO \$2000. ALSO, RECOMMEND THAT THE SERVICE MEMBER BE ADVISED TO INVESTIGATE THE SITUATION THOROUGHLY BEFORE PURCHASING A MOTORCYCLE FOR IMPORTATION TO THE U.S. SERVICE MEMBERS SHOULD BE SKEPTICAL OF CLAIMS THAT THE MOTORCYCLE MEETS U.S. STANDARDS OR CAN READILY BE BROUGHT INTO COMPLIANCE. ADDITIONALLY, ALTHOUGH A MANUFACTURER (I.E., HARLEY DAVIDSON) MAY ALSO MANUFACTURE/SELL MOTORCYCLES IN THE U.S., MOTORCYCLES PURCHASED OVERSEAS MAY NOT NECESSARILY CONFORM TO U.S. STANDARDS.

3. NONCONFORMING MOTORCYCLES CANNOT BE SHIPPED WITH THE HHG. NONCONFORMING MOTORCYCLES MUST BE SHIPPED SEPARATELY AND CONSIGNED DIRECTLY TO THE REGISTERED IMPORTER (RI) AND INDEPENDENT COMMERCIAL IMPORTER (ICI) CONTRACTOR CHOSEN BY THE SERVICE MEMBER (SUBJECT TO EXCESS COSTS). THIS BECOMES THE DESTINATION OF THE SHIPMENT AND NO FURTHER MOVEMENT AT GOVERNMENT EXPENSE IS AUTHORIZED.
4. A SERVICE MEMBER CHOOSING TO SHIP A NONCONFORMING MOTORCYCLE TO THE U.S. VIA THE DEFENSE TRANSPORTATION SYSTEM (DTS) MUST, AS A CONDITION OF A SHIPMENT, PROVIDE A SIGNED CONTRACT AS PROOF THAT HE/SHE HAS ENTERED INTO A CONTRACT WITH AN RI/ICI COMPANY AND THAT THERE IS A COMPLIANCE AND CONVERSION AGREEMENT. THE SERVICE MEMBER MUST USE AN RI/ICI COMPANY LOCATED IN THE U.S. THE SERVICE MEMBER SHOULD BE ADVISED TO OBTAIN A SIGNED COPY OF THE U.S. CUSTOMS ENTRY FORM, WHICH IS OFTEN REQUIRED BY STATE/DISTRICT DEPARTMENT OF MOTOR VEHICLES AS PART OF PROOF OF CONVERSION.
5. MOTORCYCLES IMPORTED TO THE U.S. ARE SUBJECT TO THE SAFETY STANDARDS UNDER THE MOTOR VEHICLE SAFETY ACT OF 1966, REVISED UNDER THE IMPORTED VEHICLE SAFETY COMPLIANCE ACT OF 1988, RECODIFIED AT 49 U.S.C. 301; AND AIR POLLUTION CONTROL STANDARDS PROMULGATED BY THE ENVIRONMENTAL PROTECTION AGENCY (EPA) UNDER THE CLEAN AIR ACT OF 1968, AS AMENDED IN 1977 AND 1990. THESE LAWS APPLY TO IMPORTING MOTORCYCLES TO ANY STATE OF THE UNITED STATES, THE DISTRICT OF COLUMBIA, PUERTO RICO, THE NORTHERN MARIANAS ISLANDS, GUAM, AMERICAN SAMOA, AND THE VIRGIN ISLANDS.
6. PER REF B, THE DEPARTMENT OF TRANSPORTATION (DOT) AND THE EPA ADVISE THAT MODIFICATIONS REQUIRED TO BRING A NONCONFORMING MOTORCYCLE INTO COMPLIANCE WITH U.S. SAFETY AND ENVIRONMENTAL STANDARDS MAY BE SO EXTENSIVE AND COSTLY THAT IT MAY BE IMPRACTICAL AND IMPOSSIBLE TO ACHIEVE SUCH COMPLIANCE. THESE MODIFICATIONS ARE ONLY ALLOWED TO BE PERFORMED AND CERTIFIED BY RI/ICI CONTRACTOR AUTHORIZED BY EPA/DOT. FULFILLMENT OF FEDERAL REQUIREMENTS DOES NOT RELIEVE THE SERVICE MEMBER FROM FULFILLING SPECIFIC REQUIREMENTS OF A STATE OR DISTRICT WHERE THE MOTORCYCLE WILL BE REGISTERED OR OPERATED. FOR INFORMATION REGARDING REGISTRATION OR OPERATION OF AN IMPORTED VEHICLE IN A SPECIFIC STATE, THE MEMBER SHOULD CONTACT THE STATE/DISTRICT DEPARTMENT OF MOTOR VEHICLES OR OTHER APPROPRIATE AGENCY.
7. INFORMATION FOR IMPORTING AND CONVERTING VEHICLES TO U.S. SPECIFICATIONS MAY BE OBTAINED FROM THE REFERENCED WEB SITES. INFORMATION CONCERNING VEHICLE EMISSIONS AND LISTING OF ICI COMPANIES MAY BE OBTAINED FROM THE EPA (202-564-9660). INFORMATION CONCERNING COMPLIANCE WITH MOTOR VEHICLE SAFETY STANDARDS AND LISTING OF RI COMPANIES MAY BE OBTAINED AT REFERENCE 1B AND FROM THE DOT SAFETY HOTLINE (800-424-9393 (IN U.S.))

OR 202-366-0123).

8. PPSOS/SERVICE MEMBERS ARE REMINDED THAT EPA/DOT FORMS MUST REFLECT ACCURATE VEHICLE IDENTIFICATION NUMBERS (VIN). FORMS MAY BE OBTAINED FROM THE APPLICABLE WEB ADDRESS CITED IN REFS A & B.

9. THIS IS A JOINT MTMC, USTRANSCOM, AND MILITARY SERVICES MESSAGE.

10. POINT OF CONTACT IS SDPP-PA AT DSN 328-3277/3278 OR (703) 428-3277/3278, FAX: 703-428-3243.

Attachment 2:

SDDC CONUS Vehicle Processing Centers (Contractor Operated)

Note: (Denotes actual city location)

**Atlanta (Ellenwood), GA
Baltimore, MD
Charleston, SC
Metro NY/NJ (Harrison, NJ)
Dallas (Lake), TX
Los Angeles (Carson), CA
New Orleans, LA
Norfolk (Portsmouth), VA
San Francisco (Richmond), CA
Orlando, FL
Seattle (Tacoma), WA
St. Louis (Pontoon Beach, IL), MO**

SDDC OCONUS Vehicle Processing Centers (Contractor Operated)

ALASKA VPCs:

**Anchorage, AK
Fairbanks, AK**

BENELUX VPCs:

**Chievres, Belgium
Shinnen, Netherlands**

ENGLAND VPCs:

Brandon, UK (Lakenheath/Mildenhall)

GERMANY VPCs:

**Baumholder
Boeblingen
Grafenweohr
Kaiserslautern
Mannheim
Schweinfurt
Spangdahlem
Wiesbaden**

GUAM VPC:

Santa Rita, Guam

(continued)

Attachment 2: (cont)

SDDC OCONUS Vehicle Processing Centers (Contractor Operated)

HAWAII VPC

Honolulu, HI

ITALY VPCs

Aviano

Livorno

Naples

Vincenza

PUERTO RICO VPC

San Juan, Puerto Rico

SOUTH KOREA VPCs

Pusan

Seoul

Taegu

TURKEY VPCs

Incirlik

Izmir

SPAIN VPC

Rota (Cadiz), Spain

PARTIAL SERVICE SITES (DOD Operated)

Canberra, Australia

Praia, Azores

Manama Town, State of Bahrain

Cuba (Guantanamo Bay)

Piraeus, Greece

Yokohama, Japan

Keflavik, Iceland

La Maddalena, Sardinia, Italy

Stavanger, Norway

Naha, Okinawa (Ryukyu Island)

Attachment 3

IMPORT/EXPORT Excel Sheet: Available upon request

GLOSSARY

ACRONYM	PROPER NAME
CONUS	Continental United States
DA	Despatch Agency (Baltimore under TTM Division Chief)
DOD	Department of Defense
DOS	Department of State
DOT	Department of Transportation
ELSO	European Logistical Support Office
EPA	Environmental Protection Agency
FMP	Financial Management Program
GBL	Government Bill of Lading
GPC	Global Privately-Owned-Vehicle Contract
GSO	General Services Officer
Hardlift Locations	OCONUS destinations where DOS (not DOD) has a presence, e.g. embassy, consulate, etc.
ICASS	International Cooperative Administrative Support Services
MIPR	Military Interdepartmental Purchase Request
OBL	Ocean Bill of Lading
OCONUS	Outside the Continental United States
POD	Port of debarkation
POE	Port of embarkation
Post Marks	DOS marking and consignment information for shipment to OCONUS destinations aka marks and consignment.
POV	Privately Owned Vehicle
RDD	Required Delivery Date
RLC	Regional Logistics Center (Despatch Agency sites: New York, Miami, Seattle, ELSO Antwerp under RLC Director)
SDDC	Surface Deployment and Distribution Command
STATS	State Transportation and Tracking System
VIN	Vehicle Identification Number
VPC	Vehicle Processing Center
WCF	Working Capital Fund

